

Loudoun County, Virginia

Division of Purchasing and Support Services
P.O. Box 7000, Leesburg, Virginia 20177-7000
www.loudoun.gov/purchasing

September 17, 2003

The Baller Herbst Law Group
Attn: Adrian E. Herbst
953E Grain Exchange Building
400 South Fourth Street
Minneapolis, MN 55415

Dear Mr. Herbst:

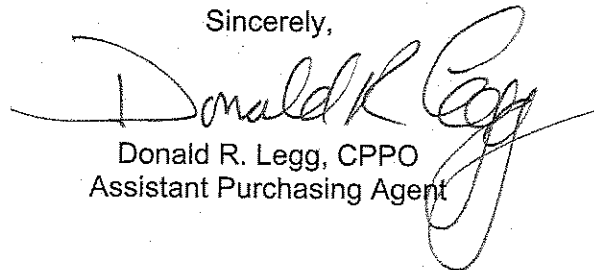
Congratulations on being selected as one of the shortlisted firms for our RFP, No. QQ-01025, Cable Television/Video Provider Consulting Services. As I mentioned in our phone conversation your interview is scheduled for Wednesday, October 1, 2003 at 11:00, a.m. in the Lovettsville Room, in the County Government Center, 1 Harrison Street, 1st Floor in Leesburg, Virginia.

Each firm will be allocated the first 30 minutes for a presentation. The remaining time will be spent on questions and answers. During the presentation we are asking each firm to:

- Discuss your firms open video system experience.
- Please discuss the steps your firm feels will need to be involved in the franchise renewal process, including an estimate of labor hours.
- Describe the duties of the prime consultant versus the duties of the sub-consultants. Where are the sub-consultants located?

Again congratulations on making the short list and we look forward to meeting with you on October 1st.

Sincerely,


Donald R. Legg, CPPO
Assistant Purchasing Agent

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